

**REQUEST FOR PROPOSALS
HOUSING OPPORTUNITIES FOR
PERSONS WITH AIDS
(HOPWA)**

2012-13



**City of Worcester
City Manager's Executive Office of
Economic Development
Division of Neighborhoods & Housing**

Dennis E. Hennessy, Director

HOPWA 2012-13
Request for Proposals (RFP)

Introduction

Program Overview

The Housing Opportunities for Persons With AIDS program (HOPWA) is a federally funded program authorized by the U.S. Congress in 1992 and administered through the Department of Housing and Urban Development (HUD). The program authorizes funding for a variety of housing and housing-related activities for people with HIV/AIDS and their families. For a full description of HOPWA regulations and eligible activities, please refer to the HUD website http://portal.hud.gov/hudportal/HUD?src=program_offices/comm_planning/aidshousing.

Ninety percent (90%) of HOPWA funds are distributed nationally to over 100 federally defined jurisdictions in states and metropolitan areas through a formula based on the number of cumulative AIDS cases in those jurisdictions. The remaining ten percent (10%) is distributed through a competitive grant process called Special Projects of National Significance (SPNS). The City of Worcester through the City Manager's Executive Office of Economic and Neighborhood Development Division of Neighborhoods and Housing will administer the City's authorized formula grant entitlement for the previously designated Worcester Entitlement Metropolitan Statistical Area (EMSA) which corresponds with Worcester County.

Since Federal Fiscal Year 2004, the City of Worcester has received an annual direct formula allocation of HOPWA funds. Worcester's eligibility is due to data collected by the Centers for Disease Control and Prevention (CDC) which indicated that the Worcester Eligible Metropolitan Statistical Area (EMSA) exceeds the statutory criterion of 1,500 reported cases of AIDS. HOPWA entitlement funds are now available for approved HIV/AIDS housing activities under this new federal entitlement program.

The HOPWA program is designed to provide a full range of housing services to households affected by HIV/AIDS. During the early years of the AIDS epidemic, HOPWA funds were needed to provide critical supportive services to infected persons who were part of a variety of residential and scattered-site programs. As new treatments and new sources of funding have become available, the quality of life for many of those persons infected with HIV/AIDS has improved dramatically.

The long-term goal of the program is to maximize the investment of HOPWA funds in the development of permanent housing and the provision of housing-related services.

The City will receive **\$405,261** for the 7/1/12 – 6/30/13 program in order to provide housing and access to services for low-income persons living with HIV/AIDS and their families within the Worcester [County] Eligible Metropolitan Statistical Area (EMSA). There is also **\$43,699.40** in unobligated HOPWA funds set aside from prior year programs that is available for distribution through this RFP for single-purpose 1-time expenditure during this funding cycle. It is not anticipated that these funds will be available in subsequent funding cycles. Proposals for the

unobligated funds need to demonstrate and certify that the funds will not be needed in future funding cycles.

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)

Federal Regulations

The following federal regulations that pertain to eligible activities are taken from Title 24 HUD Part 574 – Housing Opportunities for Persons with AIDS, Subpart D – use of Grant Funds.

- a. Subject to applicable requirements, HOPWA funds may be used to assist all forms of housing designed to prevent homelessness including emergency housing, shared housing arrangements, apartments, single room occupancy (SRO) dwellings, and community residences. Appropriate supportive services, as required by HUD regulations, must be provided as part of any HOPWA assisted housing, but HOPWA funds may also be used to provide services independently of any housing activity.
- b. The following activities may be carried out with HOPWA funds:
 1. Housing information services including, but not limited to, counseling, information, and referral services to assist an eligible person to locate, acquire, finance and maintain housing. This may also include fair housing counseling for eligible persons who may encounter discrimination on the basis of race, color, religion, sex, age, national origin, familial status, or handicap;
 2. Resource identification to establish, coordinate and develop housing assistance resources for eligible persons (including conducting preliminary research and making expenditures necessary to determine the feasibility of specific housing-related initiatives);
 3. Acquisition, rehabilitation, conversion, lease, and repair of facilities to provide housing and services;
 4. Rehabilitation or renovation of existing single room occupancy (SRO) dwellings and community residences.
 5. Project- or tenant-based rental assistance, including assistance for shared housing arrangements;
 6. Short-term rent, mortgage, and utility payments to prevent the homelessness of the tenant or mortgagor of a dwelling;
 7. Supportive services including, but not limited to, health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, day care, personal assistance, nutritional services, intensive care when required, and assistance in gaining access to local, State, and Federal government

benefits and services, except that health services may only be provided to individuals with acquired immunodeficiency syndrome or related diseases and not to family members of these individuals;

8. Operating costs for housing including maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies, and other incidental costs;
9. Technical assistance in establishing and operating a community residence, including planning and other pre-development or pre-construction expenses and including, but not limited to, costs relating to community outreach and educational activities regarding AIDS or related diseases for persons residing in proximity to the community residence;
10. Administrative expenses:
 - i. Each grantee may use not more than 3 percent of the grant amount for its own administrative costs relating to administering grant amounts and allocating such amounts to project sponsors; and
 - ii. Each project sponsor receiving amounts from grants made under this program may use not more than 7 percent of the amounts received for administrative costs.

Funding Categories for this RFP

Through this Request for Proposals, the City of Worcester's Executive Office of Economic Development will accept proposals for the following activities:

1. Housing Support Services
2. Housing Unit Production through rehabilitation/renovation of existing housing stock
3. Rental Assistance
4. Homelessness Prevention Services
5. Housing Information Services
6. Technical Assistance and Education Services
7. Resource Identification
8. Other

The following pages contain a complete description of the application process and guidelines as well as more detailed information about the specific funding categories. Please read this application carefully so you are clear about the preparation and submission requirements.

Please note: If an agency is applying for more than one program, a separate application for each service or program must be submitted.

Eligible Applicants

Non-profit organizations that provide housing and/or housing-related supportive services to households of persons with Human Immunodeficiency Virus (HIV) or Acquired Immunodeficiency Syndrome (AIDS) are eligible to apply for HOPWA funds.

Application Process and Schedule

Applicants must submit an original and one copy of the application in a sealed envelope marked “HOPWA RFP” no later than 5:00 PM, Thursday, February 23rd, 2012:

**City of Worcester
City Manager’s Executive Office of
Economic Development
Neighborhoods Development Division (NDD)
455 Main Street, 4th Floor
Worcester, MA 01608
Attention: Dennis E. Hennessy, Director**

Applications received after 5:00 PM, Thursday, February 23rd, 2012 will not be accepted. NDD reserves the right to waive minor requirements of the RFP when appropriate.

All applications will be reviewed by NDD staff and rated in accordance with identified funding priorities as well as available funds. Funding recommendations will be made by the Worcester City Manager to Worcester City Council in accordance with the City’s Consolidated Plan, to include CDBG, HOME, and ESG recommendations in addition to HOPWA funding recommendations.

Questions regarding this process should be directed to Mr. Anthony Miloski or Mr. Dennis Hennessy at the Division of Neighborhoods & Housing, (508) 799-1400.

Application Guidelines

Below are the general guidelines that apply to HOPWA funding under this RFP. Following this page are more detailed guidelines and requirements for the specific service categories of this RFP:

Please adhere to all guidelines so that your application will be complete.

- All agencies applying for funding must submit a completed application as described in this RFP.

Please note: There are different application requirements for agencies currently providing services and for new applicants. Please ensure your agency completes and submits the correct sections of the application. Section V of this RFP relates to current providers of HOPWA Services. New applicants for funding are not required to complete Section V.

- Applicants may include up to seven (7) percent of their HOPWA request for administrative overhead expense in the program budget.
- Project sponsors must attempt to provide services in rough proportion to the incidence of AIDS in the geographic area they serve Unless otherwise stated, all programs must serve any client regardless of where within the HOPWA region the client lives.
- All project sponsors funded under this RFP will be required to:
 - Operate the funded program or service in accordance with the most recent version of the Standards of Care for Supportive Housing for Persons with HIV/AIDS of the Massachusetts Department of Public Health, to the extent applicable.
 - Ensure that programs are accessible to all racial, ethnic and linguistic groups.
 - Keep computerized records of the households served by the program (e.g., income, race, ethnicity, gender, age, household size, location, duration of service, outcome of assistance, etc).
 - Establish reasonable performance objectives and then track, measure, and report on these program outcomes on an annual basis.
 - Maintain a file for each client who receives services from a program funded by a HOPWA grant. Each file shall contain detailed, thorough and organized records. The files must be available for regular monitoring visits.
 - Submit requisitions for reimbursement of program expenses on a monthly basis. All requisitions need to be submitted on the appropriate forms and contain complete and properly ordered backup documentation for requisitions to be paid in a timely fashion.

- Maintain organized, accurate and complete records of all personnel, programmatic and administrative costs incurred under the HOPWA grant. These records shall be maintained under an adequate accounting system on an accrual basis in accordance with generally accepted accounting principles and standards. These records must be available for inspection during site visits and at other times deemed appropriate by the grantee.
- Involve consumers, to the greatest extent possible, in the assessment of program services.
- Coordinate the services provided with other programs that are providing similar services and refer clients to additional services where appropriate.
- Fully understand and adhere to all HUD and HOPWA guidelines, statutes and regulations (see website link for regulations referenced on page 2).

Important Note: due to historic delays in funding availability from HUD, all applicants must be prepared to fund the HOPWA portion of their programs for the 13-week period July 1, 2012 – September 30, 2012. The HUD funding release is usually received within that time period.

Section I

Proposal Checklist

Name of Applicant Agency: _____

Name of Program: _____

I. Funding Category (check all that apply):

- ☐ Housing Information Services
- ☐ Housing Production
- ☐ Rental Assistance
- ☐ Homelessness Prevention
- ☐ Housing Support Services
- ☐ Technical Assistance and Education Services
- ☐ Resource Identification
- ☐ Other

II. Proposal

- ☐ Proposal Summary (Section II)
- ☐ Organizational Experience (Section III)
- ☐ Program Narrative (Section IV)
- ☐ Current HOPWA Service Provider Questions (Section V)
- ☐ HOPWA Program Budget (Section VI)

III. Attachments

- ☐ Board of Directors
- ☐ Agency organizational chart
- ☐ Job descriptions of HOPWA-funded program staff

Section II

Proposal Summary

Agency: _____

Address: _____

Telephone: _____ Fax: _____

Executive Director (print name): _____

Contact Person: _____ Telephone: _____

Email: _____

Where Are Services Delivered: _____

Federal Tax-Exempt ID #: _____

Agency Data Universal Numbering System (DUNS) #: _____

Agency is registered with the Central Contractor Registration (CCR): Yes* _____ No _____

**Documentation of up-to-date agency CCR must be provided to DNHD prior to program start.*

Indicate the funding amount your agency is seeking (check one):

<u>Category:</u>	<u>Amount Requested:</u>
<input type="checkbox"/>	\$
<input type="checkbox"/>	\$
<input type="checkbox"/>	\$
<input type="checkbox"/>	\$
<input type="checkbox"/>	\$
Total funds requested:	

The statements above and in the accompanying proposal are true and complete to the best of my knowledge. I certify that the Board of this organization has authorized me to apply for the funding of this HOPWA project.

Executive Director
(Signature)

Date

The entire written part (Sections III and IV) of this application is not to exceed 12 pages

Section III

Organizational Experience

Please respond to the following questions:

1. Describe your organization, its mission and experience.
2. Describe your organization's previous experience with programs for persons with Acquired Immune Deficiency Syndrome (AIDS) and the Human Immunodeficiency Virus (HIV) and issues related to AIDS and HIV.
3. Describe your organization's experience in carrying out the type of services proposed in your application
4. Describe your organization's previous experience in assisting low-income households and people with HIV/AIDS to obtain public benefits such as rental assistance, SSI, disability, etc.

Section IV

Program Narrative

Please describe your project plan. Include all of the following information:

- Narrative description of the proposed program, including services to be provided and services to be leveraged or accessed from other sources.
- Geographic area to be served by the program (see attached list of eligible areas).
- Estimated program outputs: such as number of clients to be served, including demographic goals by family size, ethnicity, race, gender, age and income.
- Estimated program outcomes: define a measurable outcome by which your program can be shown have positively impacted one or more of the following areas – increased client income, increased client stability, increased client access to health care, or increased client access to other social programs.
- Outreach, intake and screening process.
- System for tracking the clients served and reporting this information.
- System for ensuring confidentiality.
- Staffing and supervision for program.
- Coordination with other providers
- Provide evidence and/or documentation of the need for your proposed program including needs identified in the City of Worcester, MA 2010-2015 Consolidated Submission for Community Planning & Development 3rd Year Action Plan (7/1/12-6/30/11) Goals & Objectives and the Worcester County HOPWA Needs Analysis (prepared by Victory Programs, Inc., October 2011).

Section V
Questions for Current Providers of HOPWA Services
(Maximum page limit for this section: 9 pages)

- (1) For the time period of your most recent HOPWA contract, describe your program's accomplishments. Be specific about the number of clients served as well as the number who obtained housing and/or received other services. Include a discussion of your program goals-if you achieved your stated goals, how did you accomplish this. If you did not achieve your stated goals, what were your obstacles? What revisions do you need to make to your goals.
- (2) What changes to your current program design would enhance your delivery of services? In answering this question, address both the quality of services offered as well as any changes to the number of clients you would serve?
- (3) Select several clients' cases and briefly describe how the HOPWA program services helped them.
- (4) State and Federal budget cuts may have had an adverse impact on your agency's capability to provide some of its services. In an effort to better understand the fiscal challenges your agency faces, briefly address the following issues.
 - Discuss the impact of state budget cuts on your overall agency's operations and in particular, on your HOPWA-funded program. Please provide specific dollar amounts when discussing lost revenue sources.
 - Discuss the ways in which your agency's has tried to secure additional funding for your HOPWA program (both private and public). Be specific about the amount of funding you have been able to raise to replace lost revenues.
 - Identify the obstacles, if any, in your ability to diversify your funding streams?
 - Identify any proposed applications for new funding during the program year.

PROPOSED PROGRAM (JULY 1, 2012 – JUNE 30, 2013)

BUDGET

AGENCY: _____

PROJECT: _____

PROPOSED LINE ITEM	REQUEST AMOUNT	*OTHER SOURCES	TOTAL AGENCY BUDGET
<u>Personnel Services:</u>			
Salaries & Fringe			
SUB-TOTAL PERSONNEL:			
<u>Ordinary Maintenance:</u>			
Consultant/Contracts			
Travel			
Rent			
Utilities			
Telephone			
Insurance			
Supplies			
Duplication/Reproduction			
Postage			
Litigation expenses			
Computer needs			
Other:			
SUB-TOTAL O.M.:			
<u>Capital:</u>			
Item(s):			
SUB-TOTAL CAPITAL:			
TOTAL:			

PROPOSED PROGRAM (JULY 1, 2012 – JUNE 30, 2013)

BUDGET

AGENCY: _____

PROJECT: _____

*LIST OTHER SOURCES	
<u>Sources:</u>	<u>Amounts:</u>
<u>Finding Secured:</u>	
<u>Funding Pending:</u>	
Donated Goods & Services (estimate value if unknown):	
TOTAL:	

PROPOSED PROGRAM (JULY 1, 2012 – JUNE 30, 2013)

BUDGET

AGENCY: _____

PROJECT: _____

STAFF FUNCTIONS PAID FOR WITH REQUESTED FUNDS		
<u>Job Title</u>	<u>Name</u>	<u>Functions</u>

CURRENT PROGRAM, *if applicable*

(JULY 1, 2011 – JUNE 30, 2012)

BUDGET

AGENCY: _____

PROJECT: _____

PROPOSED LINE ITEM	REQUEST AMOUNT	*OTHER SOURCES	TOTAL AGENCY BUDGET
<u>Personnel Services:</u>			
Salaries & Fringe			
SUB-TOTAL PERSONNEL:			
<u>Ordinary Maintenance:</u>			
Consultant/Contracts			
Travel			
Rent			
Utilities			
Telephone			
Insurance			
Supplies			
Duplication/Reproduction			
Postage			
Litigation expenses			
Computer needs			
Other:			
SUB-TOTAL O.M.:			
<u>Capital:</u>			
Item(s):			
SUB-TOTAL CAPITAL:			
TOTAL:			

CURRENT PROGRAM, if applicable

(JULY 1, 2011 – JUNE 30, 2012)

BUDGET

AGENCY: _____

PROJECT: _____

[illegible]

CURRENT PROGRAM, *if applicable*

(JULY 1, 2011 – JUNE 30, 2012)

BUDGET

AGENCY: _____

PROJECT: _____

STAFF FUNCTIONS PAID FOR WITH REQUESTED FUNDS		
<u>Job Title</u>	<u>Name</u>	<u>Functions</u>

WORCESTER (COUNTY) ELIGIBLE METROPOLITAN STATISTICAL AREA (EMSA)

COMMUNITIES & ZIP CODES

<u>Community</u>	<u>Zip Code</u>	<u>Community</u>	<u>Zip Code</u>	<u>Community</u>	<u>Zip Code</u>
Ashburnham	01430	Lunenburg	01462	Templeton	01468
Athol	01331	Manchaug	01526	Upton	01590
Auburn	01501	Mendon	01756	Uxbridge	01569
Baldwinville	01436	Milford	01757	Warren	01083
Barre	01005	Millbury	01527	Webster	01570
Berlin	01503	Millbury	01586	West Boylston	01583
Blackstone	01504	Millville	01529	West Brookfield	01585
Bolton	01740	New Braintree	01531	West Millbury	01586
Boylston	01505	North Brookfield	01535	West Warren	01092
Brookfield	01506	North Grafton	01536	Westborough	01580
Charlton	01507	North Oxford	01537	Westborough	01581
Charlton Depot	01508	North Uxbridge	01538	Westminster	01441
Cherry Valley	01611	Northborough	01532	Westminster	01473
Clinton	01510	Oakham	01068	Wheelwright	01094
Douglas	01516	Oxford	01540	Whitinsville	01588
Dudley	01571	Paxton	01612	Wilkinsonville	01590
Dudley Hill	01570	Petersham	01366	Winchendon	01475
East Brookfield	01515	Philipston	01331	Winchendon Spgs	01477
East Princeton	01517	Princeton	01541	Worcester	01601
East Templeton	01438	Rochdale	01542	Worcester	01602
Fayville	01745	Royalston	01368	Worcester	01603
Fiskdale	01518	Rutland	01543	Worcester	01604
Fitchburg	01420	Shrewsbury	01545	Worcester	01605
Gardner	01440	Shrewsbury	01546	Worcester	01606
Gilbertville	01031	South Barre	01074	Worcester	01607
Grafton	01519	South Grafton	01560	Worcester	01608
Hardwick	01037	South Lancaster	01561	Worcester	01609
Harvard	01451	South Royalston	01368	Worcester	01610
Holden	01520	Southborough	01745	Worcester	01611
Hopedale	01747	Southborough	01772	Worcester	01612
Hubbardston	01452	Spencer	01562	Worcester	01613
Jefferson	01522	Sterling	01564	Worcester	01614
Lancaster	01523	Still River	01467	Worcester	01615
Leicester	01524	Sturbridge	01518	Worcester	01653
Leominster	01453	Sturbridge	01566	Worcester	01654
Linwood	01525	Sutton	01590	Worcester	01655